

	THE CITY OF KEY WEST Job Description	Union, Non-Exempt Position	
		DATE OF REVISION	11/2014
POSITION	OFFICER I	ANNUAL SALARY	STEP PLAN
DEPARTMENT	Police / (21-01-521)		
JOB CODE	41430	GRADE	P30

PHYSICAL LOCATION:

- 1604 N Roosevelt Blvd, Key West and corporate limits of the City of Key West or where otherwise assigned.

REPORTING RESPONSIBILITIES:

- Directly to a Police Sergeant or **other** Supervisor in charge

GENERAL FUNCTIONS:

- The basic responsibility of the Police Officer is service to the public and the protection of life and property through enforcement of the laws and ordinances. **Police Officer is designated a “critical” position, and SHALL be required to report and remain available for emergency duty in face of an in-coming hurricane or other disaster or declared emergency. This is a Safety Sensitive Position and is subject to the requirements of the Omnibus Transportation Act, effective January 1996.**

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to speak and understand English clearly in order to fully understand, and be easily understood: in face-to-face conversation/investigation/interrogation; in use of the telephone, and in transmissions over police communications equipment.
- Able to read, write and understand English in order to report on functions performed.
- Able to work a forty (40) hour work week and overtime as necessary.
- Able to work on a shift rotation basis.
- Able to operate or use motor vehicles, equipment and/or materials as specified in this job description.
- Able to operate in a stressful situation while handling more than one function, at the same time, quickly and effectively.
- Able to perform duties, tasks and jobs under adverse conditions.
- Able to see and hear well enough to perform the duties of this job description.
- Able to distinguish and identify colors.
- Able to see and interpret a map in order to respond to calls and to assist the public.
- Able to meet physical fitness and agility requirements.
- Computer Literate.

EQUIPMENT TO BE USED:

- Two-way radios, Computers, Standard & specialized Report Forms, motor vehicles, Intoxilyzer 5000, Decibel meter, Narcotic field test kits, Firearms (sidearm; shotgun), Handcuffs, One piece and/or collapsible baton, & other law enforcement equipment.

ENVIRONMENT:

- Must be able and willing to work in adverse climate conditions from prolonged **bright** sunlight, high temperatures and humidity, to heavy rains and high winds including hurricanes.
- Officers may reasonably anticipate, through the course of their normal duties, occupational exposures to blood or other potentially infectious materials through contact via the skin, eyes, mucous membranes or parenteral contact.

PHYSICAL REQUIREMENT:

- | | |
|--------------------|-------|
| ➤ Bending | 3.0% |
| ➤ Standing/Walking | 23.0% |
| ➤ Sitting/Driving | 65.0% |
| ➤ Lifting/Carrying | 5.0% |
| ➤ Climbing | 0.5% |
| ➤ Reaching | 4.0% |
| ➤ Using Stairs | 4.5% |

DUTIES/TASKS/JOBS:

- Patrol assigned areas of the City to serve the public as needed, preserve order and prevent or discover the commission of crimes in the community.
- Respond to police service request and evaluate the situations quickly and objectively. Take appropriate actions to resolve the matters in a firm, courteous and tactful manner with respect for the rights of others.
- Enforce state statutes, traffic laws and City ordinances by apprehending violators, making physical arrests, issuing citation, workings and/or placing charges as appropriate and necessary.
- Safely operate assigned patrol car and other vehicles under routine and adverse driving conditions.
- Respond safely to traffic accidents and other traffic problems.
- Generate offense and incident reports and other related reports in a legible, accurate and timely fashion. Testify in courts of law, State Attorney Investigations, depositions and other legal proceedings.
- Read and maintain up-to-date knowledge of departmental directives, bulletins and applicable laws.
- Act in civil emergency situations to aid the public with first aid, evacuations by carrying or retrieving victims, and carrying and using emergency equipment in all types of weather.
- Act as shift supervisor in directing activities of other police officers, when assigned on a temporary basis.
- Provide general traffic direction and escorts for funerals, parades or other community activities.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to read, write and speak the English language clearly.
- Computer literate.
- Able to distinguish and identify colors.
- Ability to understand and carry out complex oral and written instructions.
- Ability to cope with stressful situation and perform calmly.
- Ability to cope with long term stress from various aspects of the job.
- Skill in calmly and systematically eliciting critical information from individuals who may be injured or highly emotional.

- Able to meet physical fitness and agility requirements
- Must be able to engage in foot pursuit of fleeing criminal suspects, possibly in darkness and over obstacles and rough terrain.
- Must be able to physically apprehend, subdue, restrain and transport law violators, some of whom may resist with extreme violence.
- Must be willing and able to use deadly force, if necessary, in accordance with departmental directives and state laws.
- Must be able to demonstrate and perform field sobriety tests for possibly intoxicated drivers.
- Ability to safely perform & emergency driving, routine, and the transport of prisoners to jail.
- Ability to provide first aid or assistance to injured accident victims, direct traffic and conduct traffic accident investigations.
- Observe, monitor, investigate and report activities of suspicious persons.
- Conduct investigations of crimes, preserve and collect evidence and testify in court regarding these activities.
- Maintain certification through training activities including, firearms, baton, defensive tactics, tactical driver training and various other training as specified by the Police Department and state Criminal Justice Standards and Training Commission.
- Meet the requirements of periodic in-service training in all high liability areas (firearms, self-defense, baton and tactical driving).
- Ability to operate authorized semi-automatic handgun, revolver and shotguns designated by the department from a standing, crouch kneeling and/or prone position with either hand and/or both hands with accuracy. Essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading or unloading.
- Skill in operation of motor vehicles.
- Ability to operate in a safe and efficient manner while in a law enforcement environment. Essentials for this requirement shall include, but not be limited to the following: ability to sit in standard car seat, use the right foot for operations of the brake pedal, operate a standard shift transmission with a clutch, meet vision requirements for a Florida driver license, correctly identify colors of vehicles, use rear view mirrors for safe vehicle operations and ability to utilize standard vehicle emergency equipment such as siren, emergency lights and flashers.
- Ability to render physical assistance to victims such as first aid or removal of victims from danger, as necessary.
- Ability to perform all functions and meet all requirements of police service, without posing a direct threat to the health or safety of other individuals.
- Ability to adapt and work other assignments in emergency, personnel shortages or other assignments as the administration deems appropriate.
- Successfully complete Police Applicant Screening process including drug screen and voice stress test.
- Will not smoke in public buildings or while operating police vehicles.
- Graduation from a standard high school or equivalent (GED); college is desirable.
- Must pass Florida TABE Test (Test of Adult Basic Education) with a minimum 10th grade level in Reading comprehension and in Grammar/Mechanics/Spelling
- Must meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13
- **Must be certified, or immediately certifiable** (academy completed and state test passed) as a law enforcement officer in the state of Florida.

- Must possess and maintain a valid FLORIDA driver's license
No participation in any felony crimes or misdemeanors involving moral turpitude which would disqualify the individual under F.S.S. 943.13, **even if never arrested for those offenses.**
- Personal integrity and honesty must be above question when compared to the standards of law.
- Must pass oral interviews, psychological test, medical examination, drug screen, voice stress test, credit check, and other testing procedures involved in the hiring process.
- Must maintain a working telephone or cellular phone at all times while employed.

This is a Safety Sensitive position
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ACKNOWLEDGMENT

By my signature below, I hereby acknowledge, understand and affirm that, either as part of the pre-employment screening or, post-hire probationary period, a detailed in-person, on-site background investigation will be conducted.

Further, I hereby acknowledge, understand and affirm that, should the above noted background investigation disclose unsatisfactory information, the possibility exists that I may be terminated from further pre-employment consideration or post-hire probationary employment.

Further, I understand that my position is designated a "critical" position, and I Shall be required to report and remain available for emergency duty in face of an in-coming hurricane or other disaster or declared emergency.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER & A DRUG -FREE WORKPLACE**

Apply at:

**City Hall – Human Resources Office
3102 Flagler Avenue
Key West, FL 33040
Telephone: (305) 809-3714**